

STEP 1
Education



STEP 2
Experience



STEP 3
Examination



STEP 4
Registration



INTERIOR DESIGN EXAM APPLICANT CHECKLIST

To help you track your progress towards licensure, use this checklist as your guide for navigating the exam process and becoming initially registered in Texas.

- Complete your education and 6 months experience under a Registered Interior Designer (*Foreign education must be evaluated by World Education Services)
- Complete TBAE online record at http://www.tbae.texas.gov/HowToApply/ID_RegByExam and pay the \$100 TBAE application fee.
- Complete the TBAE Employment Verification Form and send to TBAE along with your certified transcript
(<http://www.tbae.texas.gov/Content/documents/HowToApply/Forms/EmploymentVerificationInteriorDesign.pdf>)
- Submit proof of legal status to TBAE (copy of your US birth certificate or passport, or alternate acceptable document) <http://www.tbae.texas.gov/HowToApply/ProofofLegalStatus>
- Receive approval for testing by TBAE
- Receive emailed instructions from NCIDQ on how to schedule exams
- Begin the NCIDQ exam
- Finish your experience under a Registered Interior Designer or Architect
- Successfully pass all parts of the NCIDQ exam within 5 years of passing the first section*
- Receive approval by TBAE for Texas registration and pay the initial registration fee
- Submit a set of fingerprints to be used to conduct a criminal history check. See our web site for instructions at <http://www.tbae.texas.gov/Registrants/FingerScan>
- Receive your Texas Registered Interior Designer registration number

* If you finish the NCIDQ exam before you finish the required experience, you cannot be registered until you have completed the experience requirement and submitted the Employment Verification Form to TBAE.

If you have questions, contact the TBAE Exam Coordinator at exams@tbae.texas.gov, and visit the TBAE website at www.tbae.texas.gov